

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1091

TITLE: DEPUTY DIRECTOR FAMILY SERVICES

GRADE: S-35

DEFINITION:

Under administrative direction of the Director of Family Services, manages and oversees the activities which support the direct services and/or program functions of the agency; participates as an integral member of the senior management team; assumes responsibility for the agency's operations in the absence of the Director, and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Director of Family Services differs from the Family Services Division Director in that the Deputy Director of Family Services ensures the coordination and oversight of cross-agency functions and initiatives, while the Family Services Division Director is responsible for the management and supervision of a division with multiple service programs and assigned staff.

ILLUSTRATIVE DUTIES:

Plans, coordinates, develops, and directs comprehensive cross-agency functions and initiatives to ensure service programs have necessary resources, are in compliance with applicable Federal, State, and County laws, regulations, policies, and procedures, and meet the changing needs of the County's citizens;

Oversees and coordinates the process which evaluates the effectiveness of service programs, and provides support, guidance, and oversight in the development or revision of services, policies, and procedures in response to the community's needs;

Guides the process that identifies inefficiencies, non-value-added activities and quality barriers and redefines work processes to enhance staff, organizational, and program effectiveness;

Directs the implementation of policy changes adopted by the Director;

Consults with DFS Director and Division Directors in the design/redesign of service programs initiatives and projects and in the allocation of staff when decisions may impact other programs or are of strategic importance to the agency;

Monitors progress towards attainment of agency goals, priorities and objectives and makes necessary adjustments to meet agency requirements;

Provides accountability for the availability, utilization, and effectiveness of the cross-agency material, human, and financial resources;

Guides the process in identifying the priority of cross cutting initiatives and assists the senior management team in deciding placement of organizational accountability and responsibility for agency wide projects and initiatives;

Participates as a member of the senior management team in planning and coordinating agency service programs in the context of the overall human services system in order to ensure a comprehensive array of services is available to County citizens that support and promote the well being of families and individuals;

Represents the agency in contacts with State, County, community, and other human service organizations;

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Ensures ongoing open communication occurs at all staff levels to keep employees informed about issues that affect the agency, their assigned program area, location, or employment status;

In the absence of the Director, assumes responsibility for the agency's operations and serves as the primary point of contact.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of human service programs and the services they provide;

Knowledge of current social service problems and the methods and approaches used to address them;

Knowledge of cross-agency programs, policies, and procedures;

Knowledge of the principles and practices of public administration (including personnel, budget, and management analysis) and the ability to apply them in overseeing a variety of human service programs;

Knowledge of Federal, State, and County laws and regulations affecting human service programs and the ability to interpret and apply them correctly;

Skill in solving problems and resolving conflict;

Ability to provide leadership and organizational vision, and to manage change;

Ability to plan strategically, develop outcomes measures, and share responsibility for achieving goals;

Ability to communicate clearly and concisely, both orally and in writing;

Ability to effectively manage, train, and motivate employees;

Ability to develop and implement creative approaches in order to address problems and opportunities;

Ability to analyze data and draw sound conclusions;

Ability to develop and maintain effective working relationships with subordinates, coworkers, County officials, public and private sector organizations, community groups, and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in public administration, social work, human services, or a related field; PLUS

Seven years of professional experience in a human service field, including two years supervising professional staff. A master's degree in an appropriate field may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

None

ESTABLISHED NEW CLASS # JULY 2006

Established: February 12, 2000